

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 27, 2000**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Tuesday, June 27, 2000, at 1:30 p.m. Eastern Daylight Time (EDT) as part of the Sixth NELAC Annual Meeting in Williamsburg, VA. The meeting was led by Mr. Gleason Wheatley of the Commonwealth of Kentucky as the chair, Dr. John Griggs of the U.S. Environmental Protection Agency (EPA) was unable to attend. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue discussion of mobile laboratory accreditation and other agenda items.*

TOPICS OF DISCUSSION

Additions/Deletions to Chapter 4 Proposed Language

4.0 Accreditation Process

Mr. Wheatley summarized the history of Section 4.0 and the many discussions that brought the language to the point to which it is now. There were several audience members that spoke to the hardships of multiple secondary accreditations and the reality of reciprocity between different states concerning mobile laboratories. There was a suggestion from the floor that additional language be added to Section 4.0 that would group accreditation for multiple mobile laboratories under the sum of the fields of testing for which the parent laboratory was accredited.

There was a suggestion from the floor that language that had been drafted by the committee be allowed to go to vote at the voting session during the Sixth NELAC Annual meeting. A consensus was reached among the audience and the committee that this proposed language should stand and be put to a vote. This wording would replace Section 4.0 entirely beginning after the introductory qualifying statements.

The proposed language changes to Section 4.0 would read as follows. Laboratories applying for accreditation may be fixed-base or mobile.

- A: An individual fixed-base laboratory requires a separate accreditation. The primary accrediting authority shall determine what constitutes an individual fixed-base laboratory when noncontiguous laboratory facilities operate under the same ownership, oversight and quality system as the parent laboratory.
- B: The primary accrediting authority shall determine if a separate accreditation is required for a mobile laboratory that is owned by an accredited fixed-base laboratory, operates under the same quality system as the fixed-based laboratory, performs a subset of the analyses for which the fixed-base laboratory is accredited, and operates exclusively within the state in which the parent fixed-base laboratory is located.

- c) Separate accreditation by the primary accrediting authority is required for a mobile laboratory that is owned by an accredited fixed-base laboratory, operates under the same a quality system as the fixed-based laboratory, performs a subset of the analyses for which the fixed-base laboratory is accredited, and operates outside of the state in which the parent fixed-base laboratory is located.
- d) Separate accreditation by the primary accrediting authority is required for a mobile laboratory that is owned by a fixed-base laboratory but operates under a different quality system or performs analyses for which the parent fixed-base laboratory is not accredited.
- e) Separate accreditation by the primary accrediting authority is required for a mobile laboratory that is not owned and operated by a fixed-base laboratory.

Section 4.1.1.2. a) On-site Assessments

The committee agreed that the proposed strikeouts would not be removed but would remain as they were approved in July 1999. The strikeout reads “devoted exclusively to the examination of environmental samples taken within such facility system”. The addition of the word “system” was agreed upon by the committee. In the second sentence the proposed strikeout which reads “the scope of that facility’s regulatory permit” the proposed strikeout will remain as approved in July 1999. Both proposed strikeouts will be reversed and the language will remain.

Section 4.1.1.2. b) Personnel Qualification Clarifications and Exceptions

The proposed strikeout that reads “devoted exclusively to the examination of environmental samples taken within such facility for the scope of that facility’s regulatory permit.” shall remain as approved in July 1999 as agreed upon by the committee.

Section 4.1.7.1. n) Primary Application Package

The proposed addition of “Listing of Auxiliary Laboratories (if applicable)” will be deleted as a matter of consistency with the changes made to Section 4.0. The committee agreed with the suggestion from the floor on the editorial change.

Section 4.1.7.2 Secondary Accreditation Package

The proposed addition to this section was modified to include only the following wording. “A laboratory seeking accreditation from a secondary accrediting authority (ies) shall complete and submit a secondary application package as required by the secondary accrediting authority.” The second and third sentences, which are also proposed additions will be removed and the last sentence in that paragraph will remain as proposed and will read as follows. “Refer to Section 4.2 for the assessment of fees (if applicable) and Section 4.4.1 (1) and (2) for the reasons to deny a secondary application package.

Section 4.1.8. c) Change of Ownership and/or Location of Laboratory

There was a suggestion from the audience and a consensus from the committee that in opposition to the global change of the word “may” to “shall” that part Section 4.1.8. c) should be changed to read “Change

in ownership and/or location may require an on-site assessment with the elements of the assessment being determined at the discretion of the primary accrediting authority.

Section 4.4.3 Revocation

There was agreement by the committee that the following addition should be made to section 4.4.3 on accreditation revocation. The section will be changed to read “Revocation - shall mean the in part or total withdrawal of a laboratory’s accreditation by the accrediting authority. The proposed addition would then be changed to read “After correcting the reason/cause for the revocation and satisfying any legal remedies the laboratory may reapply for accreditation”.

Other Discussion from the Floor

There was a request from the audience to add an exclusion to Section 4.0 for mobile laboratory accreditation for those laboratories involved in sampling source air emissions. The committee agreed that this issue would be discussed at length after the Sixth NELAC Annual meeting.

ADJOURNMENT

There were no further agenda items to cover and with no further comments from the floor Mr. Wheately adjourned the meeting.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	No Action Items	

**PARTICIPANTS
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 27, 2000**

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